



GLoucester County Special Services School District

1340 TANYARD ROAD • SEWELL, NEW JERSEY 08080
TRANSPORTATION OFFICE
856-464-2383 • FAX 856-468-1106

April 21, 2016

Mr. Scott Henry
School Business Administrator/Board Secretary
Glassboro Public Schools
560 Joseph L. Bowe Boulevard
Glassboro, NJ 08028

APR 29 2016

Dear Mr. Henry,

As you know, all districts are required to provide Aid-in-Lieu (AIL) payments to parents/guardians of eligible nonpublic students. Currently, B6Ts from your district are forwarded to GCSSSD each year to be placed in a bid in accordance with NJ State regulations. GCSSSD then provides you with a list of students who are eligible to receive AIL payments from your district. However, there are additional steps that your district must take, including contacting each nonpublic school twice yearly to confirm continuing student attendance, in order to provide these payments.

GCSSSD will again provide this service to districts at a yearly cost of \$2.50 per eligible nonpublic student. Your district will send us your nonpublic B6Ts (as you do now) and GCSSSD will take care of all the remaining contacts and paperwork required by the state in order for you to provide AIL checks. A list of students eligible for AIL payments will be provided to you twice yearly. The attached Guidelines contain additional information and procedures about this program.

Enclosed are two copies of a 2016-2017 Contract for Participation in GCSSSD's Nonpublic Aid-In-Lieu Program as well as a copy of the 2016-2017 Nonpublic Aid-in-Lieu Program Guidelines.

Please present the enclosed contract to your Board for approval. Sign each copy (original signatures required), affix your Board seal, and return both copies to GCSSSD by **May 27, 2016**. We will return a fully executed copy to you as soon as they are completed.

Please let me know if you have any questions or concerns. We look forward to serving your district in the 2016-2017 school year.

Sincerely,

Diane Gormley

Director of County Services – Transportation

cc: Susan Spence, Transportation Supervisor

Enclosures

2016-2017 CONTRACT
FOR PARTICIPATION IN
NONPUBLIC AID-IN-LIEU PROGRAM

THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT, 1340 Tanyard Road, Sewell, New Jersey 08080, hereinafter referred to as Special Services School District and **Glassboro Public Schools**, Gloucester County, New Jersey, by and through **Mr. Scott Henry**, duly authorized and appointed representative of the District Board of Education, hereinafter referred to as District, covenant and agree that:

1. Special Services School District shall provide confirmation of required Nonpublic Student Attendance information to District in order to facilitate the District's compliance with state regulations regarding Nonpublic Transportation including the payment of Aid-in-lieu.

2. District agrees to participate in the Gloucester County Special Services School District Nonpublic Aid-in-lieu Program for the school year 2016-2017 (which period shall not exceed twelve (12) months) at a cost of \$2.50 per B6T on file with GCSSSD on November 1, 2016.

3. Special Services School District and District agree to be bound by the Gloucester County Special Services School District Nonpublic Aid-in-lieu Program Guidelines.

4. District acknowledges that this Agreement is not self-renewing and may be renewed for renewal periods not to exceed one (1) year.

President, Gloucester County Date
Special Services School District

President, District Date
Board of Education

Board Secretary, Gloucester Date
County Special Services School District

Board Secretary, District Date
Board of Education

SEAL

Gloucester County Special Services School District
Nonpublic Aid-in-lieu Program Guidelines

1. The Participating District will send B6Ts for the 2016-2017 school year to GCSSSD as soon as they are received. GCSSSD will place B6Ts received prior to May 1, 2016 in a Bid to be held the third week of May. A list of students eligible for Aid-in-lieu payments will be forwarded to the District. Copies of all B6Ts will be maintained in GCSSSD's files.
2. Letters will be sent to parents prior to August 1, 2016 informing them as to whether their child(ren) will receive transportation through GCSSSD, the District or Aide-in-lieu.
3. Request for Payment of Transportation Aid-Private School Student Vouchers will be sent in January to all parents whose child(ren) are eligible for Aid-in-lieu payments for the 2016-2017 school year. The original, completed vouchers will be returned to the District on or before the first week of February. Vouchers received after the due date will be forwarded to the District as soon as they are received. GCSSSD will not maintain copies of the student vouchers.
4. GCSSSD will contact each nonpublic school in mid-October to ascertain the continuing attendance of eligible students for DRTRS reporting and again in January and May (B8Ts) for Aid-in-lieu payments. The original, completed B8T will be sent to the District on or before the third week in October for DRTRS reporting, and on or before the last week in January and the last week in May in order for the district to process Aid-in-lieu payments. A copy of each B8T will be maintained in GCSSSD's files.

GCSSSD will establish contacts at each Nonpublic School in order to monitor student attendance, including change of addresses, change of school placement, etc. All information will be forwarded to the District in a timely manner.

5. GCSSSD will charge the Participating District \$2.50 per 2016-2017 school year B6T on file in our office as of November 1, 2016. An invoice will be sent to the Participating District in November 2016.